

# Methuen Retirement Board

Approved 9/3/03

## Use of personal vehicle

To reimburse mileage consistent with the I.R.S. standard mileage rate in effect at time of travel.

## Credit Card

The Administrator and Chairman are authorized users of the credit card issued to the Board. All personal use of credit cards issued to the Board are prohibited. Credit card billings are to be issued to the Board office and the card user is required to provide receipts for all expenses included in statement. If receipts are not provided, the user will immediately reimburse the Board for these expenses. Credit cards are not to be used to purchase supplies or other items that the Board, the Board Members or Board staff use on a regular basis.

## Maximum daily reimbursement for meals

That meal allowances for any one day cannot exceed \$50.00. Exceptions can be made, with approval by the board prior to the expenditure.